



DEPARTMENT OF PERSONNEL &
ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES
NO. 07-90

DEPARTMENT Colorado Dept. of Public Health and Environment	DIVISION Water Quality Control Division	SECTION Financial records	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	BUDGET RECORDS Budget Document State agency's annual budget request presented to the Legislature.	Record copy: Retained by state agency/institution for three years. Duplicates: Retain until no longer needed then destroy.	No record shall be destroyed that pertains to any pending legal cause claim, action, or audit.
2.	Budget Work Papers Records used to assist in the preparation of the state agency /institution's annual budget request presented to the Legislature.	Record copy: Retained by state agency/institution for three years. Duplicates: Retain until no longer needed then destroy.	
3.	Annual Budget Reports Financial accounting system reports obtained after the close of the fiscal year showing the status of a state agency/institution's compliance with annual appropriations. Permanent record with State Archives after seven years.	Record copy: Retained by state agency/institution for seven years. Duplicates: Retain until no longer needed then destroy.	
4.	Appropriation Documents Accounting system transactions used to record spending authority limits approved by the executive and legislative branches.	Record copy: Retained by State Controller's Office for five years. Retained by state agency/institution for two years. Duplicates: Retain until no longer needed then destroy.	
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.			
State Archivist's Signature <i>Jerry Littlejohn</i>	Date 4/18/2007	Records Liaison Officer's Signature <i>Betsy Danah</i>	Date 01-19-07
Attorney General's Signature <i>John W. Suthers by man</i>	Date 7/18/07	State Auditor's Signature <i>David C. Reef</i>	Date 6/18/07



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CASH MANAGEMENT				
1.	Bank Records Documentation of transactions within state bank accounts maintained by the Department of Treasury, or external bank accounts maintained by the agency. Information includes deposit slips, cancelled checks, debit/credit memos, bank adjustment memos, bank statements and bank reconciliation.	Record copy: Retained by Department of Treasury/state agency/institution for three years. Duplicates: Retain until no longer needed then destroy.		
2.	Cash and Credit Card Receipts Receipt to customer for sales by the state agency/institution purchased with cash or credit cards.	Record copy: Retained by state agency/institution for three years. The original credit card receipt maintained for the period stipulated by State credit card agreement, normally six months. A copy of the receipt may be kept for the remaining period.		
3.	Deposits with State Treasurer Deposit form and documentation of federal, cash or other funds recorded by the state agency/institution and deposited with the state treasurer.	Record copy: Retained by state agency/institution for three years. Retained by the Department of Treasury (deposit form only) for three years. Duplicates: Retain until no longer needed then destroy.		
CONTRACTS				
1.	State Contracts Contract files that document procurements for any amount and type, including contract, requisition, purchase order, lease records, correspondence, basis for award, contract administration records of every type including but not limited to payroll files, receipts, inspection reports, audit information, and payments.	Record copy: Contracts signed by State Controller retained by the State Controller's Office for three years after the contract term ends and then sent to State Archives for an additional three years. Contracts signed by delegated state agencies/institutions retained by that agency/institution for six years after the contract term ends. Duplicates: Retain until no longer needed then destroy.		
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State Archivist's Signature <i>Terry L. Peterson</i>		Date 4/18/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	
Attorney General's Signature <i>John W. Suthers by mm</i>		Date 7/18/07	State Auditor's Signature <i>Charles E. Ray</i>	
			Date 01-19-07	
			Date 6/18/07	



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
2.	State Controller Delegation Authority Letters Letters signed by the State Controller authorizing selected personnel from a department to sign contracts on behalf of the State Controller. Retained by the State Controller's Office indefinitely.	Record copy: Retained by state agencies/institutions until such time as a new letter is issued or the delegation is rescinded by the State Controller. Duplicates: Retain until no longer needed then destroy.		
3.	Agency Signature Authority Forms Forms completed by state agencies/institutions authorizing selected personnel to sign on behalf of the executive director or president.	Record copy: Retained by state agencies/institutions until such time as it is changed by the chief executive officer of the state agency/institution. Original letter retained by the State Controller's Office maintains a file of these authorizations indefinitely. Duplicates: Retain until no longer needed then destroy.		
EXPENDITURES				
1.	Employee Travel Reimbursement Vouchers and Records Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, reimbursement requests, and all supporting records documenting travel by officers, employees, dependents or others authorized by law to travel.	Record copy: Retained by state agency/institution for three years. Duplicates: Retain until no longer needed then destroy.		
2.	Expenditure Accounting General Correspondence and Control Files Correspondence or subject files maintained by operating units responsible for expenditure accounting pertaining to their internal operations and administration.	Record copy: Retained by state agency/institution for three years. Duplicates: Retain until no longer needed then destroy.		
Signatures and Dates				
State Archivist's Signature <i>Jerry L. Litchner</i>		Date 4/18/2007	Records Liaison Officer's Signature <i>Betsy D. Hamble</i>	
Attorney General's Signature <i>John W. Suthers by mm</i>		Date 7/18/07	State Auditor's Signature <i>Eric R. Rief</i>	
			Date 01-19-07	
			Date 6/18/07	



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DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Financial records	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
4.	Inter-departmental Transfers Prepared and used by agencies to request transfer of funds to another agency to pay for services rendered or goods provided. Information includes voucher number; date; accounting information on program or project charged; authorization; description of service or description, number and prices of units bought; selling agency, total amount charged, and all supporting documentation.	Record copy: Retained by state agency/institution for three years. Duplicates: Retain until no longer needed then destroy.	
5.	Petty Cash Records Records verifying all money received and expended through a petty cash account. Include cash receipts, daily accounting records, reconciliation, transmittals, signed cash disbursement request with supporting receipts approved by the authorized approving authority.	Record copy: Retained by state agency/institution for three years. Duplicates: Retain until no longer needed then destroy.	
6.	Procurement Card Records Credit card receipts and vendor receipts or bills of sale detailing the description, quantity and price of items purchased. Information showing the account charged on the accounting system and authorization for the purchase are included.	Record copy: Retained by state agency/institution for three years. Duplicates: Retain until no longer needed then destroy.	
7.	Vouchers for the Purchase of Goods and Services Vouchers and all documentation related to the payment for agency and employee expenditures. Documentation includes original vendor invoices and statements, commitment documents, information verifying date goods or services were received, payment voucher reference number, description of transaction, date and amount of transaction, account information on projects or programs charged, and evidence of proper authorization of the charge.	Record copy: Retained by state agency/institution for three year. Duplicates: Retain until no longer needed then destroy.	

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State Archivist's Signature <i>Jerry Kitchin</i>	Date 4/18/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 01-19-07
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 7/18/07	State Auditor's Signature <i>Debbie A. Reg</i>	Date 6/18/07

SA-194 (REV 1/78)



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
FIXED ASSETS				
1.	Fixed Assets (FAA) The COFRS Fixed Asset Management subsystem provides a means of accounting for and reporting on fixed assets including programs for calculating depreciation on these assets. Currently only one state department is using this subsystem; however, all departments are required to account for their fixed assets.	Record copy: Retained by state agencies for three years. Duplicates: Retain until no longer needed then destroy.		
2.	Physical inventory records Detail records showing fixed assets owned by a state agency/institution.	Record copy: Retained by state agency/institution for three years. Duplicates: Retain until no longer needed then destroy.		
3.	Depreciation schedules Detail records showing estimated useful lives, current year depreciation expense, and total accumulated depreciation for individual assets or classes of assets.	Record copy: Individual schedules retained by state agency/institution until three years after the asset is disposed. For classes of assets, depreciation schedules are retained for three years. Duplicates: Retain until no longer needed then destroy.		
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State Archivist's Signature <i>Terry Ketchum</i>		Date <i>4/18/2007</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	
Attorney General's Signature <i>John W. Suthers by mm</i>		Date <i>7/18/07</i>	State Auditor's Signature <i>Chad E. Ruff</i>	
			Date <i>01-19-07</i> <i>4/18/07</i>	



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4.	Disposal of fixed assets records Documentation supporting the sale or other disposition of state owned fixed assets. Records include the transfer of assets for disposal to the Department of Corrections, Division of Correctional Industries, Surplus Property. See "Schedule 14, Property Records" in this Records Management Manual for additional information.	Record copy: Retained by state agency/institution for three years. Duplicates: Retain until no longer needed then destroy.	
5.	Acquisition/disposal of real property. All paperwork related to the acquisition of real property.	Record copy: Retained by state agency/institution as long as the property is owned. After disposition, it should be retained by the agency/institution for six years, then transferred to State Archives. See "Schedule 14, Property Records" in this Records Management Manual. Duplicates: Retain until no longer needed then destroy.	
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State Archivist's Signature <i>Tony Ketschen</i>		Records Liaison Officer's Signature <i>Sitny Dannah</i>	
Date 4/18/2007		Date 1-19-07	
Attorney General's Signature <i>John W. Suthers by man</i>		State Auditor's Signature <i>Clifford R. Roff</i>	
Date 7/18/07		Date 6/18/07	



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
	GRANT FILES		
1.	Official files regarding financial assistance received by a state agency/institution, from federal or private sources. Documentation includes: Grant award and modifications, budget, financial status reports, close out letter from grantor, and other related correspondence, reports and information as necessary to meet audit or statutory requirements of the granting agency.	Record copy: Retained by the state agency/institution/grantee to satisfy the requirements of the grantor. Generally three years after the submission of the final grant report or until any pending audit, claim or litigation has been resolved. Duplicates: Retain until no longer needed then destroy.	
	INVENTORY CONTROL (INV)		
1.	The COFRS Inventory Control subsystem supports the requisition processing, inventory management, purchasing, and physical inventory reconciliation for a perpetual inventory. Other perpetual inventories may exist in the state with only totals from these subsidiary ledgers recorded on COFRS. Documents such as purchase orders, vendor invoices and payment vouchers are not part of inventory records. Retention for these documents is addressed in other sections. Duplicate copies of these records by inventory managers are not required.	Record copy: All inventory records are maintained at the state agency/institution. Each state agency/institution determines which documents, reports and other inventory records are critical to its operation. The minimum retention period for critical inventory records is one year plus the current. Reports and documents that are not critical should be kept only until the agency administrative needs are met. Year end counts and adjustments are kept for three years from the date of inventory. Duplicates: Retain until no longer needed then destroy.	

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Attorney General's Signature <i>John W. Suthers by mm</i>	Date 7/18/07	State Auditor's Signature <i>Deanna E. Ray</i>	Date 6/18/07



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
	REVENUE/ACCOUNTS RECEIVABLE		
1.	Accounts Receivable Invoices Invoices billing state and non-state organizations for goods or services provided by a state agency/institution.	Record copy: Retained by state agency/institution for three years after receivable is paid in full. Duplicates: Retain until no longer needed then destroy.	
2.	Loan Records Records that document state funds disbursed by a state agency/institution with the requirement that the funds be repaid either by periodic payment or in a lump sum at some point in time in the future.	Record copy: Retained by state agency/institution for three years after loan is paid in full. Duplicates: Retain until no longer needed then destroy.	
3.	Receipt Books Agency copy of receipts given to customers for cash payments received.	Record copy: Retained by state agency/institution for three years. Duplicates: Retain until no longer needed then destroy.	
4.	Revenue Contracts Contracts entered into by a state agency/institution that results in earned revenue from services performed or goods supplied.	Retention: Retained by state agency/institution for three years after completion of the contract or the contract is paid in full. Duplicates: Retain until no longer needed then destroy.	
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State Archivist's Signature <i>Terry Kettner</i>	Date 4/18/2007	Records Liaison Officer's Signature <i>Betsy Dannah</i>	Date 01-19-07
Attorney General's Signature <i>John W. Suthers by mail</i>	Date 7/18/07	State Auditor's Signature <i>Gregory R. Reg</i>	Date 6/18/07